He CONDUCTING FOCUS GROUP DISCUSSIONS

1. PURPOSE

Qualitative research is the process of collecting descriptive data regarding a specific topic from individuals by means of individual interviews or focus group discussions (FGDs). Data should be collected using the same procedures during all FGDs.

2. INTENDED USERS

Implementation science teams and qualitative researchers.

3. RESPONSIBILITIES

All DeWorm3 implementation science team members should understand and follow this SOP prior to conducting qualitative research. It is the responsibility of the site's Principal Investigator to ensure that all study staff and implementation science teams comply with this SOP.

4. DEFINITIONS

4.1. **Stakeholder level**: The position of the stakeholder within the context of the health system. These levels include
   a. National Ministry of Health (MOH) or Ministry of Education (MOE) level
   b. State MOH level
   c. District/Zonal MOH level
   d. Sub-district/Commune MOH level
   e. Local MOH/health centre level
   f. Community drug distributor (CDD) level
   g. Community member level
   h. MOH partner, including non-government organizations (NGOs) or donors

5. REQUIRED MATERIALS

5.1. Signed consent forms
5.2. Signed assent forms
5.3. Stakeholder-specific question guides
5.4. Pen
5.5. Notepad
5.6. Audio recorder
5.7. Spare batteries for audio recorder
5.8. Focus Group Log Sheet

6. PROCEDURE

6.1. FGDs will be conducted with targeted community members, CDDs, and health centre staff. See *Deworm3_SOP_802. Participant selection for focus group discussions*.
6.2. All FGDs should take place in private settings without other non-participating individuals present. Private settings include: a private office, a clinic exam room, an empty classroom, or other unoccupied rooms with doors that close and allow for private, confidential conversations. If a private room with a door is not available, an open space can be used; however, the facilitator should ensure that no outside individuals will be nearby to interfere with the privacy and anonymity of the interviewees.
6.3. Refreshments may be provided to participants as an incentive for participation.
6.4. Before turning on the audio recorder, all interviewees must consent to participate. If an individual does not consent to be recorded, they cannot participate in the FGD. Interviewees should read and then sign the consent forms before participating in the FGD. The guardians of children 12-15 years of age must also sign consent forms and

children must sign assent forms. See *Deworm3_SOP_804. Focus group discussion informed consent* for more information.

a. The guardians of children that are participating in the children's FGD should be present during the consent/assent process, but leave the room once the FGD begins.

6.5. Once consent has been provided, the Focus Group Log Sheet should be filled in with the recorder device identification number, location of the interview, date, time that the FGD began, and the FGD participant names.

6.6. The audio recorder can be turned on only after consent or assent forms have been signed by all participants.

a. The audio recorder should be tested prior to the commencement of the FGD. The interviewer should turn the recorder on and speak for several seconds, with the recorder placed in the location where it will remain during the session. The interviewer should then stop recording, and playback the recorded audio to ensure that the recorder is functional and can sufficiently capture voices in the desired placement.

b. Battery power should be <u>above 50%</u> before the beginning of any FGD. If it is less than 50%, the battery must be replaced before proceeding with the FGD.

6.7. If the battery must be replaced, it is important that all audio currently on the recorder is downloaded before the recorder battery is removed.

6.8. Two facilitators should be present during each focus group discussion.

a. One facilitator will ask questions and guide the conversation. This individual should be a trained qualitative research facilitator. He/she should use the stakeholder-specific question guides for the FGDs, but may jump between questions based upon the flow of the conversation or skip questions if they have already been addressed in previous participant responses.

b. The other facilitator will take notes throughout the FGD.

6.9. Enough time should be allocated for participants to provide sufficient feedback. Typically, focus groups last from 60-120 minutes.

6.10. A few minutes before the interview or FGD is ready to conclude, the interviewer should thank the participants and ask if there is anything else on the topic that they would like to share.

6.11. After the interview has been officially concluded, the audio recorder can be turned off and the Log Sheet should be updated with the time the audio recorder was turned off.

6.12. The audio file should be uploaded the same day to the SurveyCTO database, and simultaneously saved on a password-protected hard drive for the duration of the DeWorm3 trial. <u>Only after the audio file has been confirmed as saved in both locations (in the SurveyCTO database and on the hard drive) can the audio file be deleted from the audio recorder.</u>

6.13. Notes taken during the FGD should be typed and then uploaded to SurveyCTO. The notes should be stored on a password-protected hard drive for the duration of the DeWorm3 trial.

6.14. The audio file should be transcribed and translated by a professional or experienced transcriber and translator.

a. If the FGD was not conducted in English, the transcriber should first transcribe the audio into the language in which the interview took place. The transcription should then be translated into English.

b. For quality assurance of the transcription, the implementation science point person should do two random spot checks per FGD, during which they randomly select a point in the audio (fast forwarding) and listen for a full minute to compare the quality of the transcription to the original audio. This should be done twice per FGD. If they have concerns about the transcription quality, it should be addressed with the transcriber and revisions should be made based on the original audio file.

c. For quality assurance of the translation, the translated transcription should be back translated to the local language to ensure that the translation is accurate and no

meaning or symbolism was lost during the translation process.

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Approvals

I have reviewed and approve this SOP for implementation.

Principal Investigator	**Signature**	**Date**
Site Principal Investigator	**Signature**	**Date**

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SITE NAME

Read and Review Log

List of individuals who read and reviewed the SOP

Date	Name	Title	Signature*

*By signing this log, study staff confirm that they have read and understood the content of the SOP